



COMSATS University Islamabad (CUI), Lahore Campus
Purchase Section

Date: May 31, 2018

Case # 2383

BoQs of Food & Refreshment Arrangements for PSF-NSFC Workshop head for ISAFM 2018,
Department of IRCBM, CIIT-Lahore

Sr. #	No change in the BoQs (Specs & Qty.) of CUI, as detailed below, is allowed. Any additional information may be mentioned in the blank columns (i.e. model / brand or Price). Any modification in CUI. BoQ may lead to rejection of bid (fully or partially).	Rate to be quoted Inclusive of all (applicable) Taxes			
		Item Name & Specification	Qty.	Unit Price (Rs.)	Total Price (Rs.)
1	<u>Morning Hi-Tea (for One day, June 25, 2018)</u> Milk Tea, Green Tea and Coffee (with Hot Water provision) with Biscuits, Chicken Sandwiches, Food must be of high quality and hygiene Crockery, Cutlery, Napkins, Serving Tables	55	Nos.		
2	<u>Lunch (for One day, June 25, 2018)</u> Curry: Chicken Manchurain Vegetable Rice / Egg Fried Rice Soft Drinks, Water Food must be of high quality and hygiene Crockery, Cutlery, Napkins, Serving Tables	55	Nos.		
3	<u>Evening Tea (for One day, June 25, 2018)</u> Milk Tea, Green Tea and Coffee (with Hot Water provision) with Biscuits, Food must be of high quality and hygiene Crockery, Cutlery, Napkins, Serving Tables	55	Nos.		
Total Amount (Rs.) inclusive of all taxes					

Note:

- Purchase / work order (s) will be awarded **on Items Wise basis.**
- Please submit the bid on CUI-Lahore prescribed BoQs, otherwise your bid / item may be rejected.
- The supplier is well established firm/company in the business of Food/Catering & Event Management with sound financial status.
- Crockery & Cutlery must not be cracked, chipped, dirty or scratches.
- Multiple prices of an item may lead to the rejection of item/bid.

Signature & Stamp of the Bidder

TERMS AND CONDITIONS

[All pages (BoQs & Terms & Conditions) are mandatory to be signed / stamped, failing which the bid may be rejected.]

Signature of Contractor with Stamp

1. *Any addition, deletion or modification of any clause of the procurement terms & conditions of CUI, Lahore Campus by any vendor will not be acceptable and may lead to rejection of the bid.*
2. Part / Advance payments is not allowed.
3. The exact completion / delivery time from the date of the purchase / work order will be **One Day (June 25, 2018)**. The handing over / completion time for this contract is of critical importance.
4. Your bid proposal should be inclusive of freight and all taxes and to be delivered at COMSATS University Islamabad (CUI), Lahore Campus’s premises.
5. The quotation should be submitted in a sealed envelope.

The envelope shall also bear the word **“CONFIDENTIAL”** and the title of procurement of **“Food & Refreshment Arrangements for PSF-NSFC Workshop head for ISAFM 2018, Department of IRCBM, CIIT-Lahore”**.

Secretary Purchase Committee
 COMSATS University Islamabad, Lahore Campus
 Defence Road, Off Raiwind Road, Lahore.
 Tel: 042-111-001-007, Ext: 875

6. Payment will be made on submission of Invoice in the name of “COMSATS University Islamabad, Lahore Campus” with a copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery and installation, and COMSATS University Islamabad, Lahore Campus acceptance / inspection thereof.
7. All prices should be quoted on F.O.R (Pak Rupees) and **valid for at least 40 days**.
8. In case of any dispute or grievance, the matter shall be addressed as per PPRA rules.
9. If the vendor fails to deliver the goods / services to CUI, Lahore Campus in time then the penalty will be charged as under:-
 - a. 1% per day of the invoice price for 5 working days.
 - b. 2% per day of the invoice price for further 5 working days.
 - c. If the vendor fails to deliver the goods / services during the extended period then the purchase / work order may be cancelled.
10. The bid should be submitted in a sealed and stamped envelope up to **June 06, 2018 before 1100 Hrs** and will be opened on the same date at **1130 hrs** in the presence of available bidders.
11. The undersigned affirm that the terms and conditions as contained in this document have been read and accepted and that in the event of selection of my/our rate the agreement in the prescribed form will be entered into:

- **Company / Vendor Name:**.....
- **Postal Address:**.....
- **Tel. / Mobile:**.....**Email:**.....
- **NTN# :**.....**GST#:**.....
- **Signature:**

Signature of Contractor with Stamp